

## Medical Receptionist

**Position:** Permanent, Full Time  
**Location:** Fitzroy

- Salary Packaging options available
- 14-week paid parent leave
- Paid Christmas closure
- Professional development and training opportunities

### **About the Organisation:**

The Victorian Aboriginal Health Service (VAHS) was established in 1973 to address the specific medical needs of Victorian Aboriginal communities. 2023 marked a landmark year as VAHS proudly celebrated its 50-year of providing a comprehensive range of medical, dental, allied health and social services for our community.

As well as providing a variety of medical services, VAHS is committed to supporting the well-being of the community through contributions to community events and activities. VAHS is also committed to assisting research into the ongoing needs of the community.

VAHS is a child safe organisation, committed to child safety and wellbeing, and recruits' staff in accordance with the Child Safe Standards Victoria.

### **About the Opportunity:**

The Medical Receptionist is a key member of the Medical Team, assisting the unit in providing high quality and culturally safe patient centered care. They are the first and final point of contact for all patients entering and exiting the medical clinic while working closely with all members of the clinic

### **Key Responsibilities:**

- Oversee the day-to-day running of all administrative matters such as mailing, faxing, and scanning etc.
- Liaise and manage patient requests professionally, over the phone, electronically, and/or face to face.
- Communicate effectively with all clinical staff when and if required via secure messaging.
- Participate in the monitoring and updating, where relevant, of the clinic's policies and procedures.
- Maintain a high level of professionalism and confidentiality.
- Adhere to the VAHS Accreditation Standards and Clinical Guidelines

**Prerequisites:**

- Victorian Working with Children's Check
- National Police Check
- Driver's License.

**How to Apply:**

Please send your completed application, which must include a cover letter and curriculum vitae, via [employment@vahs.org.au](mailto:employment@vahs.org.au) before Sunday 9pm, 4 January 2026.

*For this position, preference may be given to persons of Aboriginal and / or Torres Strait Islander descent (as permitted under The Victorian Equal Opportunity Act 2010 s12: “A person may take a special measure for the purpose of promoting or realizing substantive equality for members of a group with a particular attribute”).*